PeopleSoft
Printing the Employee
Deduction Report

January 22, 2004

Breadcrumbs: **Home > Compensate Employees > Manage Payroll Process (US) > Report 1 >
Employee Deduction Report**
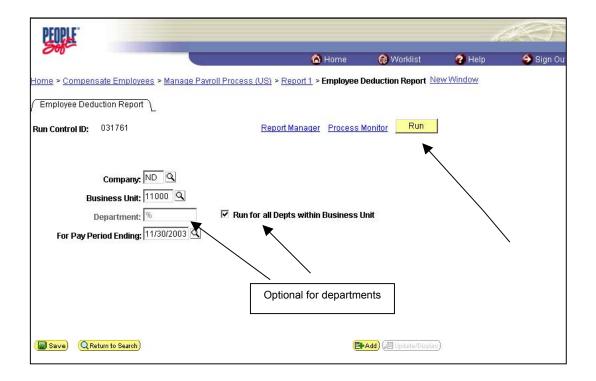
REQUESTING AN EMPLOYEE DEDUCTION REPORT

Use the following navigation to 'Employee Deduction Report' and select 'Add a New Value.' If you
have run this report before, you can 'Search' or simply enter your 'Run Control ID'.
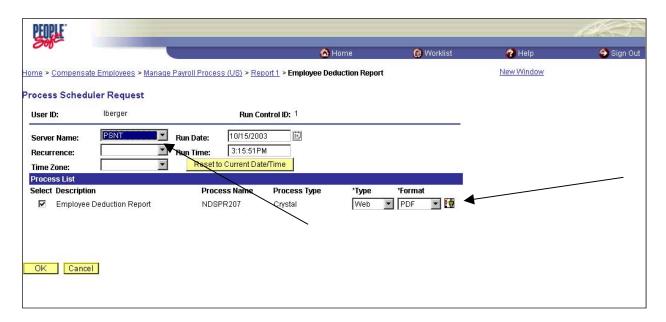

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use
your 5-digit Business Unit in that field, then click 'Add'. In the future, you may simply enter your
Business Unit in the previous screen and it will recall your 'Run Control'.

The screen on the following page shows where you need to enter your 5-digit Business Unit (you
will only get results for the Business Units for which you have security access) and enter the Pay
Period End Date you wish to print. There is also the option of printing the Employee Deduction
Report for all departments within your business unit (click the button 'Run for all Depts within
Business Unit') or printing this report for a specific department. This report can be run for current
or prior months. Then Click 'Run'.

NOTE: *The 'system' currently seems to be placing a blank space in the Business Unit field. You
may have to backspace to clear that blank in order to be able to put all 5 digits of your business
unit in.*

The following screen shows the parameters for the report and the *Format defaults to 'HTM'. The report is formatted to show best in adobe PDF format, so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.

When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.

At this Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.

When you come to the Process Detail screen, click on "View Log/Trace" to get the next screen with the report file name.

Then click the report name below to view the report.

The report, shown below, may then be saved wherever you prefer to store it or printed at your own printer.

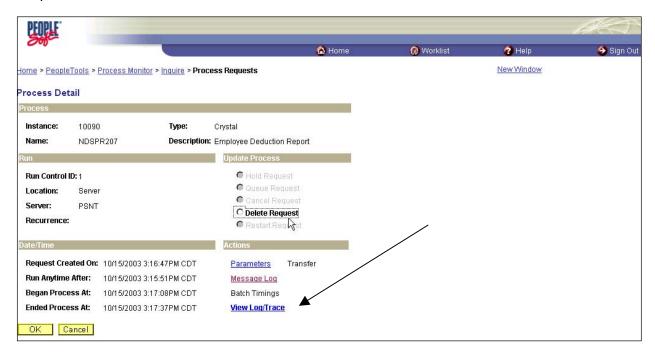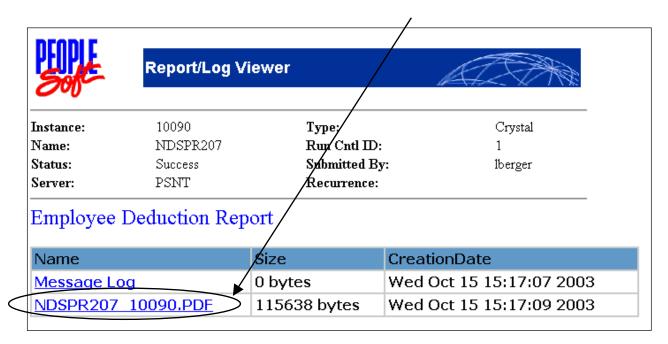11/26/2003   **NDS Employee Deduction Report**   Page 1

Business Unit: 11000   Office of Mgmt & Budget

Department: 110110   Office of Management & Budget

Employee 1   0420732

P10102	Dak PPO	488.70	P11102	DentalFLX	27.72	P1Z102	St A's	1.34
P20101	Basic	0.28	P4B108	PERSDC	115.00	P60101	FSA Med	27.75
P70104	NDPERS	250.34	S00731	YMCABismar	40.00	S00831	Miss SI UW	10.00
S00901	Sec 125	4.24						

Employee 2   0520807

P10102	Dak PPO	488.70	P14102	VisionFLX	9.04	P1Z102	St A's	1.34
P20101	Basic	0.28	P25102	DEP Life 5	0.83	P2E101	FLXLIF	0.48
P4B104	Hartford	25.00	P60101	FSA Med	50.00	P70104	NDPERS	211.13
S00901	Sec 125	4.55						

Employee 3   0132328

P10102	Dak PPO	488.70	P1Z102	St A's	1.34	P20101	Basic	0.28
P4B103	Equitable	500.00	P60101	FSA Med	25.00	P70104	NDPERS	269.40
S00101	Flx AFLAC	70.64	S00901	Sec 125	7.32			

Employee 4   0265676

P10102	Dak PPO	488.70	P1Z102	St A's	1.34	P20101	Basic	0.28
P60101	FSA Med	15.00	P70104	NDPERS	259.28	S00831	Miss SI UW	5.00
S00901	Sec 125	1.15						

Employee 5   0225970